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	Title Interactive Multimedia (IMM) Production Process		Page 1 of 4
	Process Owner Head, Interactive Multimedia Division		Approval Authority Director, Visual Information

1. Purpose & Scope

The process defines the method for creating an Interactive Multimedia Product within the Visual Information Directorate (VID) Naval School of Health Sciences (NSHS).

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) NSHS-004 Corrective & Preventive Action, d) SECNAVINST 5290.1, e) SECNAVINST 5212.5, f) SECNAVINST 3104.1, g) OPNAVINST 5290.1 series, h) OPNAVINST 3104.1 series, i) BUMEDINST 5290.2.

3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **DD1995:** Request for Audiovisual Production.
- 3.2 **DITIS:** Defense Instructional Technology Information System
- 3.3 **OPM:** Office of Personnel Management.
- 3.4 **DD2568:** Defense Instructional Technology Information System Report.
- 3.5 **IMMPO:** Interactive Multimedia Project Officer.
- 3.6 **Script:** Production story that includes visuals and narration that typically goes through three development stages, First and Second Drafts, and Master.
- 3.7 **SOW:** Statement of Work document containing subject requirements, objectives, target audience and other pertinent information for a proposed IMM project.
- 3.8 **Front-end Analysis:** A report containing the needs assessment, task analysis, training methods, performance measures, and cost estimates of an IMM project.
- 3.9 **Management Plan:** A report containing the project synopsis, development plan, list of deliverables, and project timeline/schedule.
- 3.10 **Course Design:** A document containing the requirements for the instructional program, course components, and instructional strategy.
- 3.11 **Sample Screens/Prototype:** A layout/arrangement of common screen elements used throughout the instructional project.

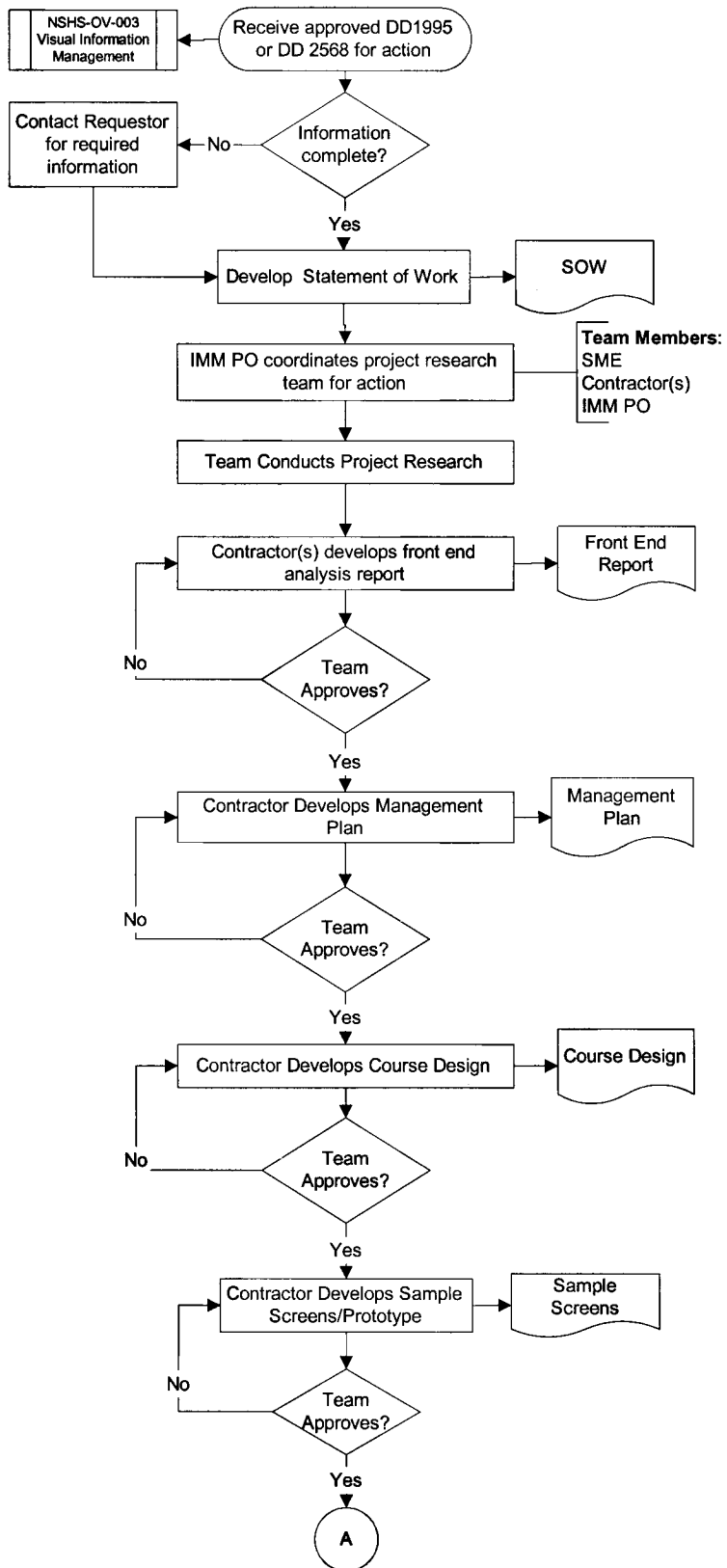
4. Document Review & Concurrence

<i>Title of Reviewer</i>	<i>Functional Directorate</i>	<i>Signature & Date</i>	<i>Title of Reviewer</i>	<i>Functional Directorate</i>	<i>Signature & Date</i>
Head, IMM Division	OV1B (Process Owner)	Mr. J. Lewin	Director, Visual Information	OV (Approval Authority)	Mr. W. Dumbeck
Head, MMP	OV1	Mr. J. Lewin	IMM Project Officer	OV1B	Vacant

5. Summary of Changes

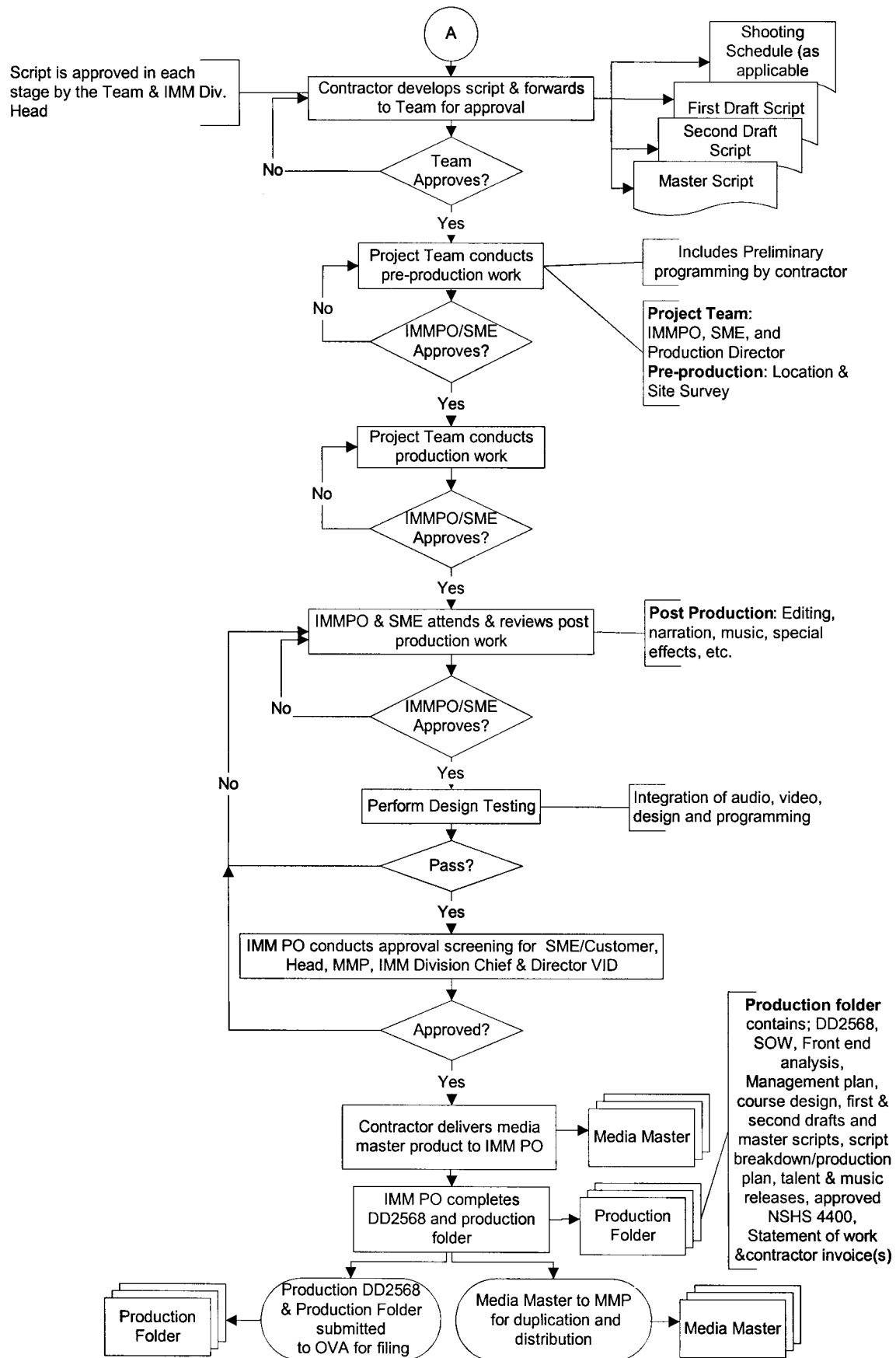
<i>Version</i>	<i>Description</i>	<i>Date</i>
01	Initial issue of procedure.	10 APR 01

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6. Process Flowchart

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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Media Master & Source Code	Head, IMM	File cabinet	By Title	Until obsolete	Archive
Production File	OVA	File cabinet	By Title	Until obsolete	Destroy

8. Addendum

N/A